

teleprompt



iPad User Manual Version 2.3



Introduction

Teleprompt+ is a simple, yet powerful professional teleprompter application for the iPad, iPhone and iPod touch. Whether you are a video producer looking for an affordable, portable alternative to traditional teleprompter setups, or a public speaker looking for a powerful aid for delivering speeches, our goal is to provide you with the easiest to use and yet most effective prompting solution available on the iOS platform.

In addition to basic text prompting functions, Teleprompt+ offers many advanced options and features that will enable you to custom tailor your prompting setup according to your own needs. We offer such advanced features as text mirroring (for true hardware mirror setups), wireless remote control capability, custom VGA and HDMI output support, import and export capability via Google Docs and Dropbox, audio recording, video recording and new for Teleprompt+ 2.3, grouping and organizing scripts.

Despite these advanced features, it is incredibly simple to get up and running with Teleprompt+. We've strived to keep Teleprompt+ as simple to use as possible, and we believe we've succeeded. Within minutes of purchase, you can be prompting with little setup or knowledge of the product. To get started quickly, we suggest you review the ***Getting Started*** section of this guide, and then dig deeper into the advanced features to find the options that meet your needs. We also offer several instructional videos that you can access directly from the app's integrated help screen, or from our website at www.bombingbrain.com.

We are constantly looking to improve our product. If Teleprompt+ is not meeting your needs in some way, or if you have suggestions for improvement, please contact us at support@bombingbrain.com. Enjoy!

Gene Whitaker
CEO, Bombing Brain Interactive


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Getting Started

The text that you read in Teleprompt+ is referred to as a *script*. Prompting with Teleprompt+ can be as simple as following 5 basic steps:

- 1) Launch the app by tapping the app's icon.
- 2) Tap the  button to add a new script.
- 3) Tap the **Script name** field and type a name for your script.
- 4) Tap the content field, and either type in your script, copy/paste your script from another app such as Mail or Pages, or import your text from Google Docs or Dropbox (see **Importing Text** for more details).
- 5) Tap the **Start** Button.

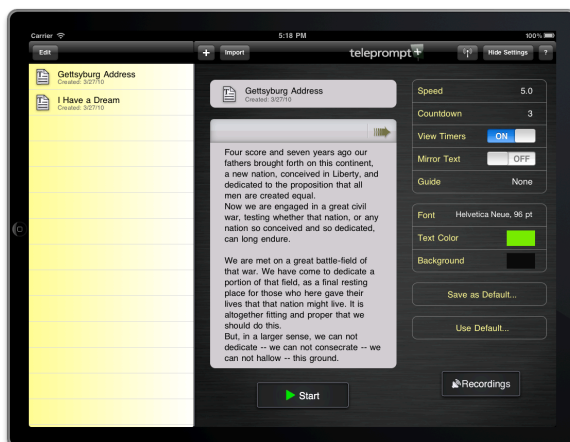
That's it! A countdown will appear, followed by the prompting screen (also referred to as **prompting mode** in this guide), where your text will begin scrolling from bottom to top of the screen using several default appearance and behavior settings that are built into Teleprompt+.

Modes

Teleprompt+ uses two main views or *modes*. The vast majority of setup and prompting is done using these two views:

Edit Mode

This is the view that appears when you launch Teleprompt+. Use this mode to enter your script and configure the appearance and playback settings for each individual script.



Prompting Mode

This is the prompting or *playback* view, where Teleprompt+ actually renders your script and scrolls the text for you to read in real time.



Editing Mode

When you launch Teleprompt+, the app will be in *Editing Mode*. This mode is used for script grouping, script editing, and also for configuring how the script will behave when prompting (settings). When the app starts up, it will always load up the text and settings for the most recent script that you were working with. If this is the first time you are using Teleprompt+, the app will present you with a blank form to enter your first script.

The editing mode consists of three main views:

- *Group and Script List* - the list of groups and scripts stored in Teleprompt+
- *Editor* - Script entry and modification
- *Settings* - custom playback and appearance settings

Group & Script List

Editor

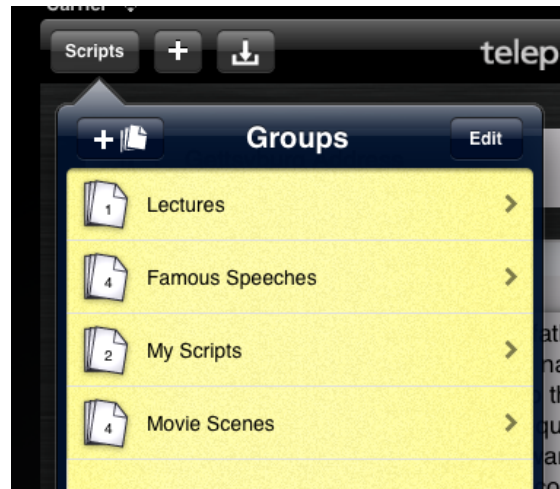
Settings



Group List

The **group list** is a way of organizing your scripts into distinct sections. When the iPad is in *landscape orientation*, the group list will appear on the left as pictured above. To access this list while the iPad is rotated to *portrait orientation*, simply tap the **Scripts** button at the top left of the screen (pictured here to the right).

When first tapping this button the app will show you the scripts in the current default group. To see the list of groups simply tap the groups button at the top left of the list.



Selecting a group

To view the scripts within a group, tap on the group's name in the group list. This will slide the group view out of the way and show you all the scripts within that group.

Creating a group

To create a group make sure you are in the group list and tap the new group button at the top left of the group list. A small area will drop down where you can give the group a name. After the name has been entered, tap the *Add Group* button and your group will be added to the group list.



Adding new scripts to a group

There are many ways to import scripts into Teleprompt+. These methods are described in detail later in this document. To define which group a script is placed into just make sure you have tapped on the desired group before you import or click the add script button. Doing this informs the app this is the current group and any new scripts should be added to this group.

Switching between groups

To switch between groups, tap the *Groups* button at the top of the script list. This will show you a list of all your groups. Tap on the group you would like to see and the script list for that group will slide in.

Reordering/Rearranging Groups

To organize your groups simply tap the *Edit* button to enter edit mode. You should see 3 lines to the right of each group. Place your finger on these lines to drag a group up and down. When the group is where you want it just lift your finger.

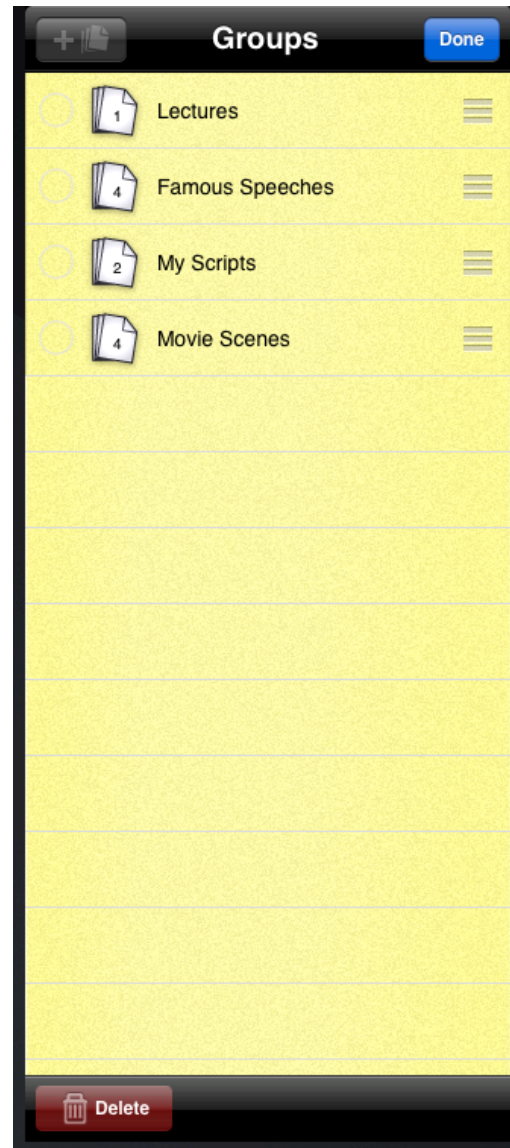
To exit edit mode just tap the *Done* button at the top right of the group list.

Renaming a group

To rename a group tap the *Edit* button to enter edit mode. Tap the name of the group and it will enter edit mode. Just enter the new name and either press the return button on the keyboard or press the done button.

Deleting a group

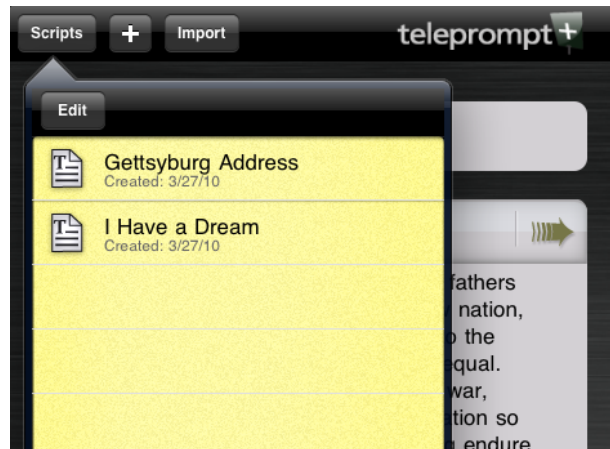
To completely remove a group and all scripts within that group tap the *Edit* button at the top right of the group list. This will put the list into edit mode. Tap the small circle to the left of the group name. This will put a small checkbox next to the group. Do this for all the groups you wish to delete and then press the *Delete* button at the bottom of the list. The app will then confirm that you want to do this. If you tap the *Yes* button, all the selected groups will be deleted.



Note: Any scripts that are stored within a group that is being deleted will also be deleted. This cannot be undone. If you do not want to delete the scripts move them to another group before deleting (see Moving scripts between groups below.)

Script List

The **script list** is a list of all the scripts that you have created and stored using Teleprompt+. When the iPad is in *landscape orientation*, the script list will appear on the left. To access this list while the iPad is rotated to *portrait orientation*, simply tap the **Scripts** button at the top left of the screen (pictured here to the right).



Selecting a script

To access a script, simply tap on the script's name in the script list. The content and settings for that script will populate the *editor*.

Creating a script

To create a script, tap the **+** button. The editor will display an empty form for you to enter your script name and content.

Deleting scripts

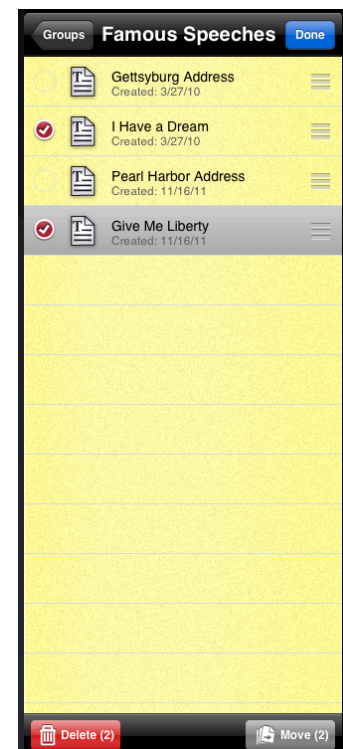
To delete one or more scripts, tap the **Edit** button, then tap the circle to the left of any scripts you wish to delete. Then tap the Delete button at the bottom of the list to remove all selected scripts. **Note: This action cannot be undone.**

Moving scripts between groups

If you wish to move one or more scripts to a different group simply tap the **Edit** button at the top right of the script list to enter edit mode. Then tap the circle to the left of each script you would like to move. Next, tap the **Move** button at the bottom right of the script list. This will bring up a list of all groups. Tap on the group to which you would like your script to move.

Rearranging and organizing scripts

To organize your scripts in any order you wish tap the **Edit** button to enter edit mode. You should see 3 lines to the right of

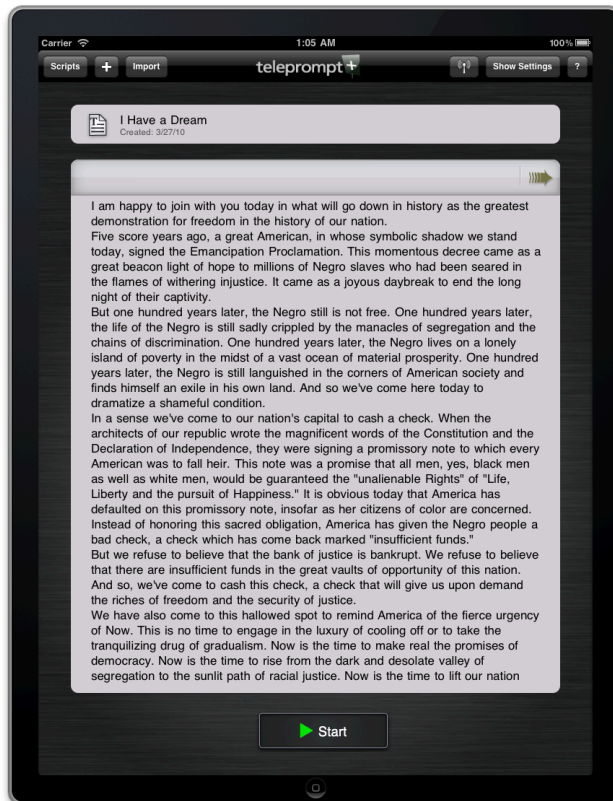
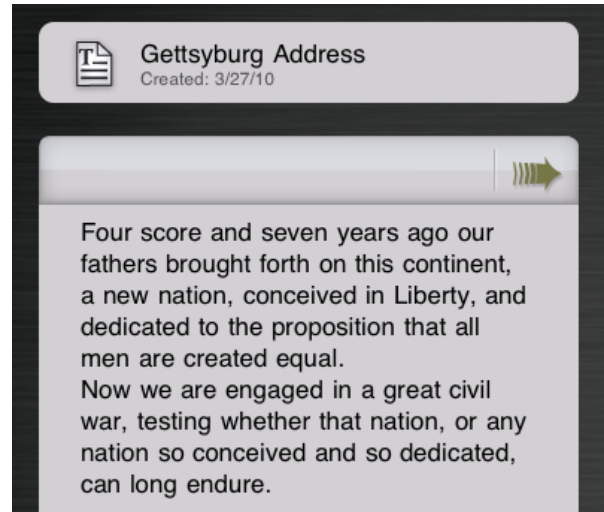


each script. Place your finger on these lines and drag the script up and down. When the script is where you want it, just lift your finger.

To exit edit mode tap the *Done* button at the top right of the script list.

Editor

The *editor* is where you can input your script and edit it as needed. The editor contains all functions for editing and structuring your script. Text can be imported into the editor using a variety of methods. The editor is also used to position and manage *cue points* within your script. Cue points will be described below.



Expanding the editor

The text fields within the editor can be expanded for more viewing area by tapping the **Hide Settings** button at the top left of the screen. This will increase the size of the text fields for easy reading and editing. To see *settings* again, tap the **Show Settings** button.

Importing Text

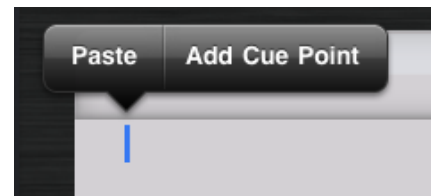
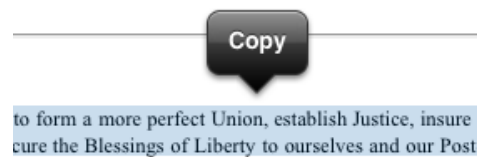
The simplest method of text entry is direct editing. Simply tap the name and content fields to enter and modify your text using the on-screen keyboard.

In addition to direct text editing, Teleprompt+ offers several alternatives for importing text from other sources:

Copy/Paste From Another App

This example demonstrates copy/paste from the Safari app, but the same method can be used to copy text from any other application that supports text. Note: like most teleprompters, Teleprompt+ is a text-only application. Special formatting such as bold/italic will not translate to Teleprompt+. The text will copy, but you will lose the formatting.

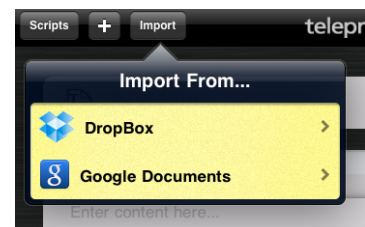
1. First, launch the app and select the text. To do this, tap and hold on the text until a magnifying glass appears. Once this appears, lift your finger. A copy/paste menu will appear. Tap **Copy**.
2. Next launch Teleprompt+ and create a new script (see *Creating a script* above). Tap and hold in the content field until you see the magnifying glass appear. Lift your finger. A menu will appear. Tap Paste. Your script text will now appear in Teleprompt+.



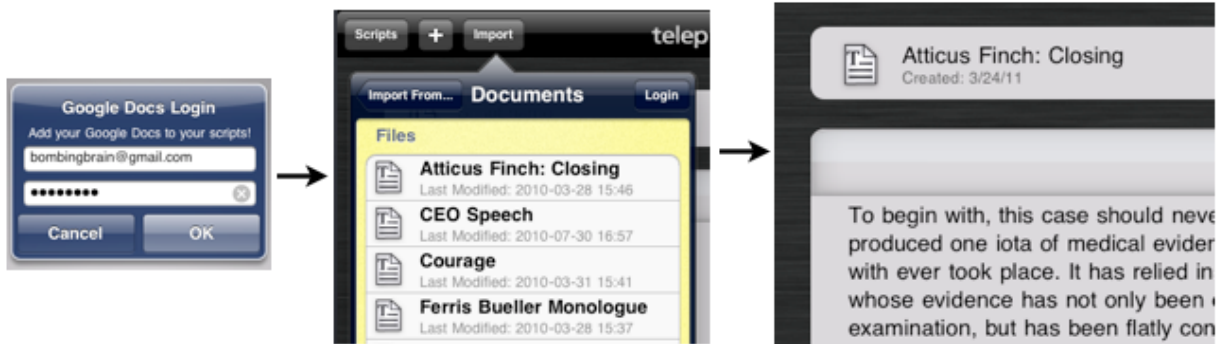
Google Documents Import

Teleprompt+ integrates with the Google Docs service to provide simple import of scripts that have been written and saved to your online Google Documents account. To import from Google, follow these simple steps.

1. First, ensure your iPad has an internet connection either via Wi-Fi or a cellular network. Create a new script. Tap the Import button that appears above the *editor*. A menu will appear listing available online document services. Tap **Google Documents**.



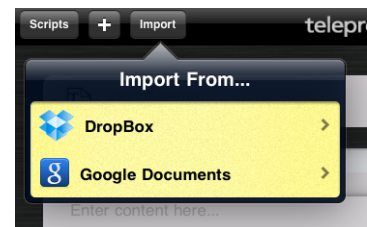
2. Enter your Google Docs account login and password.
3. After a successful login, a list will appear showing the text documents available on your Google Docs account. Tap on a file name to download the text and import the script.

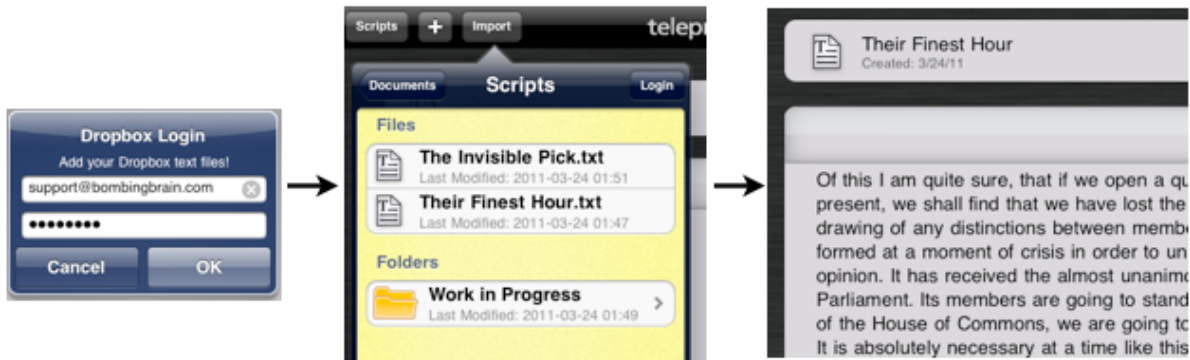


Dropbox Import

Teleprompt+ also integrates with the Dropbox online file service. It can import text (.txt) documents from your Dropbox account. **Note: Teleprompt+ can only import text files. If you are using a rich editor such as Microsoft Word, please save your document as text (.txt) before attempting to import it into Teleprompt+.**

1. Ensure your iPad has an internet connection either via Wi-Fi or cellular network. Create a new script. Tap the Import button that appears above the *editor*. A menu will appear listing available online document services. Tap **Dropbox**.
2. Enter your Dropbox account login and password.
3. After a successful login, a list will appear showing the folders and text documents available on your Dropbox account. Use the list to browse folders and tap on a file name to download the script.





Teleprompt+ also has the capability to save any changes you make in the script editor back to your Dropbox account. After you've made your edits in Teleprompt+, tap on the import button again, and select Dropbox. Navigate to the location of your file. The file will now show the words *Tap to Sync*. Tap on your file in this list, and Teleprompt+ will ask you if you want to update the Dropbox copy of the script to match what you have in the app. Tap **Yes**.

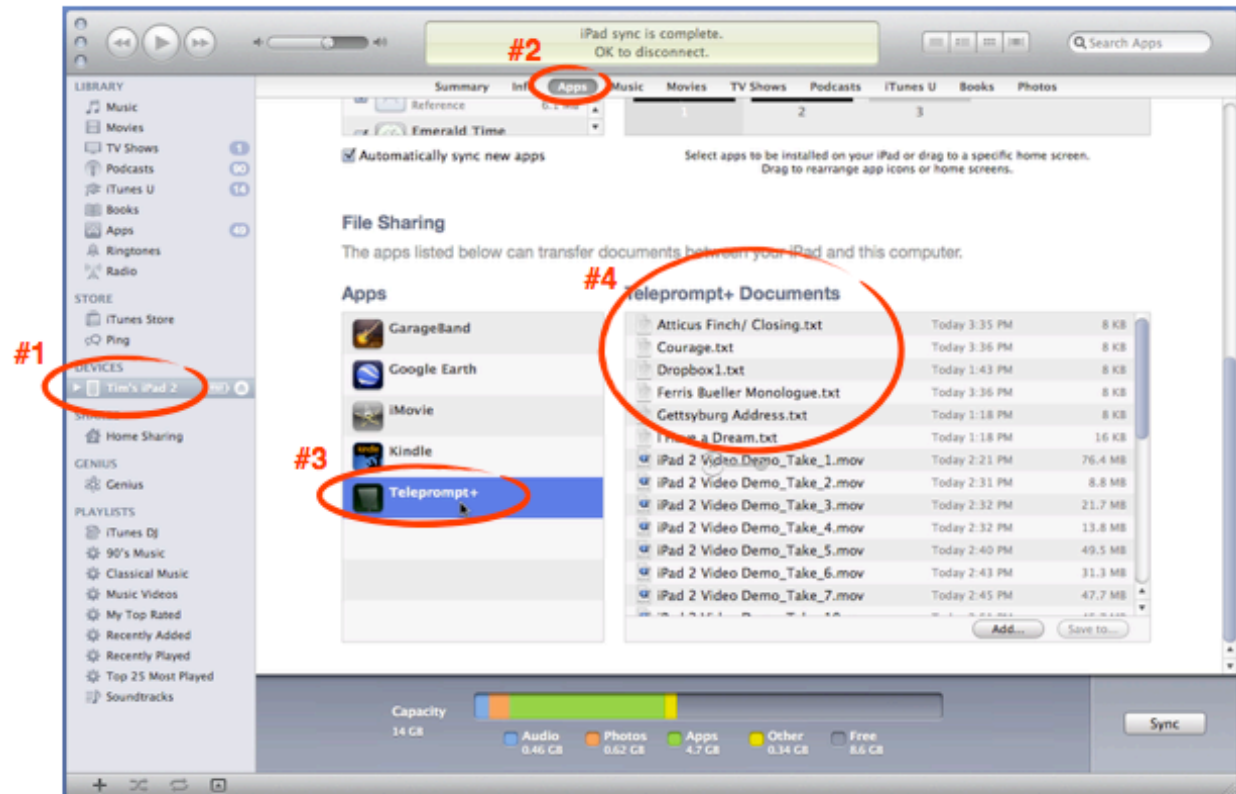


iTunes File Sharing Import/Export

Teleprompt+ can also import and export text directly to your computer using iTunes File Sharing.

1. Attach your iPad to your computer using the sync cable that came with your iPad. Open iTunes on your computer. Your iPad will appear on the left hand side of the screen under *Devices*. Click on your iPad.
2. Click the ***Apps*** tab at the top of the iTunes window.

3. Scroll to the bottom of this screen and you will see a *File Sharing* section. A list shows all of the apps that support file sharing on your iPad. Scroll down until you see Teleprompt+ and click on it in the list.
4. A list of the scripts on the iPad will appear. Simply drag and drop the scripts from Teleprompt+ to export them from you iPad to the computer. To add a script to the iPad, drag a text document from your machine into the files area for Teleprompt+.

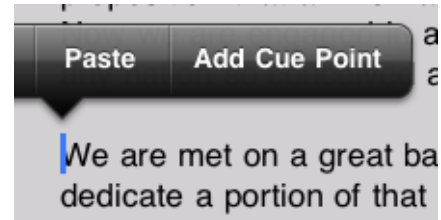


iTunes File Sharing

Cue Points

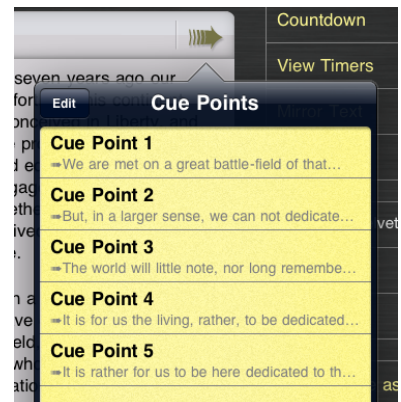
Teleprompt+ supports *cue points* for fast cueing inside a script. *Cue points* allow you to mark key points in the script so that you can quickly jump to those points during prompting.

To add cue points to your script, tap and hold your finger at the position you would like to mark in the editor. A menu will appear with some copy/paste options and a cue point option. Tap Add Cue Point.



Teleprompt+ will insert a small symbol (➡) in your script to mark the position of the cue point.

To review all of the cue points you have set within a script, tap the cue point button at the top right of the content editor field. A menu will appear showing a list of all of your cue points. Tap on a cue point to advance text editor to that position.



To remove a cue point, simply place your cursor after the cue point marker, and tap the delete button on the keyboard.

To see cue points in action, tap the start button to begin prompting. Your script will begin to scroll. To quickly jump to one of your predefined cue points while prompting, tap the forward or reverse cue point buttons to the far left and right of the console.



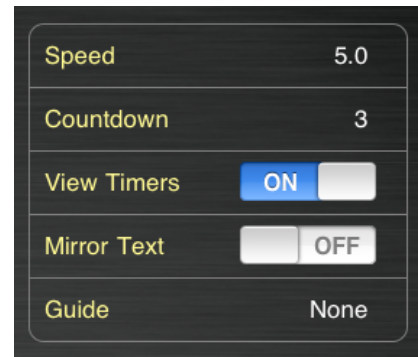
Tapping these buttons will advance the prompter to the position of the next or previous cue point. Teleprompt+ remembers the position of your cue points, but does not display their markers while in prompting mode, to reduce distraction to the reader.

Settings

The settings view appears to the right of the editor and shows nearly all of the behavior and appearance settings for your script. One nice feature of Teleprompt+ is that these settings are customized and saved per script, so you can have different settings for each script.

Behavior Settings

The top group of settings are the playback behavior settings. These settings determine how Teleprompt+ will present and scroll your script. Tap on each setting name to reveal controls for each setting.



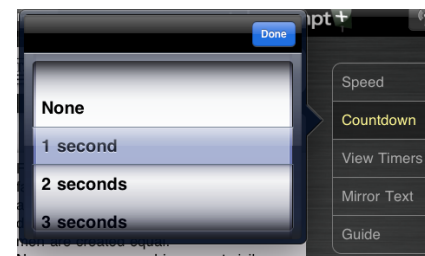
Speed

Use the *Speed* setting to adjust the starting speed of the script.



Countdown

The *Countdown* setting sets a countdown that runs before your script begins. You can disable the countdown entirely, or choose the length of the countdown (in seconds).



Timers

View Timers allows you to show or hide the timers that appear at the top of the screen during prompting.



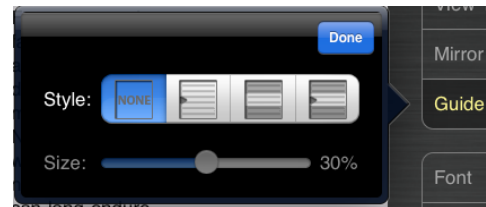
Text Mirroring

Turn the *Mirror Text* setting on if you are mounting your iPad in a true teleprompter reflector setup. Teleprompt+ will invert the text while prompting, so that text will appear correctly on the teleprompter mirror.



Reading Guides

The *Guide* setting is used to configure reading guides. Reading guides appear as an arrow or highlighted area of the text on screen during prompting. Their purpose is to help the reader focus. Teleprompt+ offers arrow and shaded area guides, and these options can be combined.



Capture (*Video-capable devices only*)

The *Capture* setting will appear in the behavior settings group if your device has video capability. See *Audio and Video Recording* in the advanced features section of this guide.



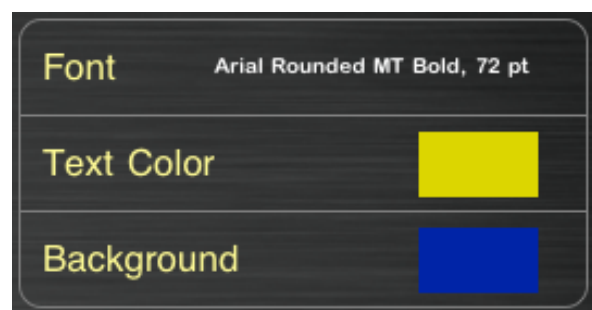
Foot Pedal (*AirTurn foot pedal or Bluetooth keyboard only*)

The *Foot Pedal* setting will appear in the behavior settings group if your device has been paired with a Bluetooth AirTurn foot pedal or Bluetooth keyboard. See *AirTurn Foot Pedal* under *Remote Control* in the advanced features section of this guide.



Appearance Settings

The bottom group of settings configure the text's appearance when prompting.



Font

The *Font* setting will show you a visual preview of the text as it will appear during prompting. Use the controls to change the font and adjust size to your preference.



Text Color and Background

The *Text Color* and *Background* settings allow you to choose the colors that appear when prompting. These controls also show a preview of the prompt text's appearance.



Setting Defaults

Teleprompt+ makes it extremely easy to save your favorite custom settings as default for easy application to other scripts. To configure your default settings, simply tap the ***Save as Default*** button once you have chosen your preferred settings in any script.



To apply these settings to any other script, open the script by tapping on its name in the *Script List* and then tap the ***Use Default*** button.



Prompting Mode

Once you have a script created in Teleprompt+ and have configured the settings, tap the Start button to begin prompting. This will launch Teleprompt+ into *Prompting Mode*.



Timers

At the top of the screen are *timers* that can help you properly time your speech or session. Teleprompt+ calculates an estimated speaking time based on the length of your script, and the playback speed selected. Running timers will show elapsed time and time remaining based on the estimate. The timer bar can be turned off if you prefer (see View Timers above).

Text Area

Your script will appear in the center of the prompting view and scroll automatically.

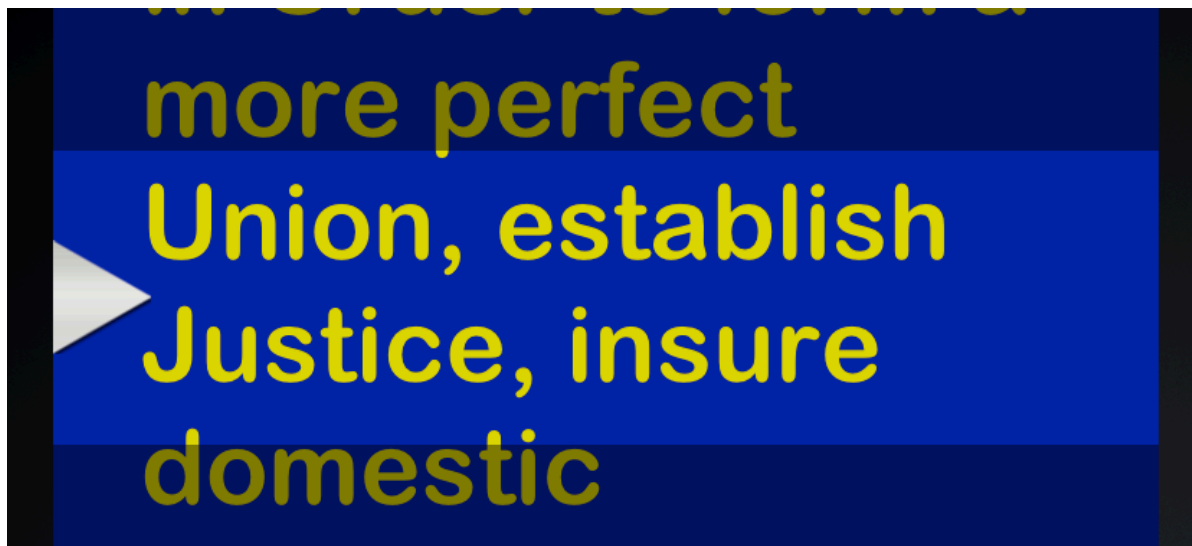
Gestures

Teleprompt+ recognizes *hand gestures* made directly within the text area:

- **Single Tap:** Tap once with one finger to reveal the *Console* (see below)
- **Swipe:** To scroll the text forward or backward live while prompting, simply place a single finger directly on the text and swipe up or down to the position the text where you desire.
- **Two-Finger, Double Tap:** You can pause and resume playback by tapping twice quickly (double-tapping) anywhere on the text area using *two* fingers.

Guides

Optional *reading guides* appear as either an arrow, highlighted area, or both in the text area if you enable them in your settings (see *Reading Guides* in the *Settings* section of this guide). The purpose of a reading guide is to highlight a *focus area* where the reader should concentrate his or her attention while reading. Here we have enabled both an arrow and highlighting guides. As you can see the reading area is identified by an arrow and highlighted area. The remaining text is shaded.



Console

Tap the screen once to reveal the *console*. The console appears at the bottom of the screen. It will *auto-hide* after about 5 seconds. Tap the **lock** button to lock the console in place if you do not want it to auto-hide. The console contains the following *controls* that will allow you to tweak the playback of your script in real time.



Playback Controls

Playback can be controlled by tapping the **pause/play** button to stop and resume scrolling. Your chosen **speed** is displayed to the right of the pause/play button. To quickly increase or decrease speed, tap the **slower** or **faster** button. If you require more precise speed control, the **speed wheel** can be used to make very fine speed adjustments.

The buttons in the left and right corners of the console are **cue point** buttons. These buttons will advance or reverse the text to specific points that you have predefined in your script. For more information about placing cue points in your script, please see *Cue Points* in the *Editor* section of this guide.

If your device is capable of recording either video or audio, a **capture** button will appear to the right of the console. Tap this button to begin recording. For more information on capturing media while prompting, see the *Advanced Features* section of this guide.

Reset and Exit

When you reveal the console, two additional controls appear toward the top of the screen. On the left, a **reset** button allows you to restart your script from the beginning. On the right, the **exit** button is used to exit prompting mode.

Advanced Features

Text Mirroring

Teleprompt+ supports *text mirroring* for split-glass reflector hardware that is commonly used in film and broadcasting. If you have turned on the *Mirror Text* setting for a particular script, the *text area* in prompting mode will invert the script text and the reading guides on screen. When the iPad is placed in the camera reflector, the text will appear correctly to the reader.



There are several excellent teleprompter mounts available for the iPad that we recommend. If you are interested in learning more about using Teleprompt+ with one of these mounts, please visit the recommended hardware page on our web site:

http://www.bombingbrain.com/teleprompt_recommended_hardware.html

External VGA and HD Display Support

Teleprompt+ supports video signal output while prompting using either the [Apple VGA Adapter](#) or the [Apple Digital AV Adapter](#). Please refer to Apple's product pages to make sure that your iOS device supports the adapter that you would like to use. Using one of these adapters, you can use your iPad as a "wired remote" for an external display such as a VGA monitor or an HD capable television, monitor, or projector.



To begin, attach one of the two Apple adapters identified above to your external display and iPad before starting Teleprompt+. Launch Teleprompt+, choose a script to run, and tap **Start**. When an adapter is detected, Teleprompt+ will send and synchronize the text and reading guides to the external screen. The timers and the console will appear only on the iPad screen so the reader is undistracted.

Note: If you are using the VGA adapter, the external screen will only be supported while in Prompting Mode, in Editing Mode, Teleprompt+ will not send any signal to the external screen. This is normal behavior.

External Display Text Mirroring

Teleprompt+ also has a unique feature when using an external display *and* text mirroring combined. When you tap *Start*, if the *Mirror Text* setting is enabled and an adapter is detected, Teleprompt+ will prompt you and ask how you would like to mirror the text. You have two options:

- **External Screen Only** - In this mode, Teleprompt+ will only invert the text on the external display, while keeping the text on the iPad in a normal orientation. This is perfect for integrating Teleprompt+ with traditional split-glass setups where a VGA monitor is placed in the reflector. In this configuration both reader and the controller will see the text correctly.
- **Both Screens** - In this mode the text will be inverted on both the iPad and the external display. Use this mode if you intend to use two reflectors - one holding the iPad and one holding the external display. This mode is excellent for dual reflector setups where the reader has a choice of which reflector to read.

Wireless Remote Control

Teleprompt+ has the capability to be remotely controlled by the following wireless devices:

- **iPhone, iPod touch, or a second iPad** - A second iOS device that has 802.11 wireless or Bluetooth wireless networking support can be used to remotely control Teleprompt+.
- **Bluetooth Keyboard** - Any bluetooth-capable keyboard that has been paired with the iPad can control Teleprompt+ using certain keystrokes.
- **AirTurn Bluetooth BT-105 Foot Pedal** - Use the AirTurn BT-105 transmitter and foot pedals paired with the iPad for hands-free remote control.

For any of these remote-control setups, you must be running the full version of Teleprompt+ on the primary device (the device from which the reader will be reading). For the Bluetooth keyboard and AirTurn controllers, the devices will be paired directly to the iPad. When using a second iOS device, you must run one of the following apps on the device:



Teleprompt+ for iPad or Teleprompt+ for iPhone (full paid version)



Teleprompt+ Remote (free iPhone app)


Version Compatibility

New versions of Teleprompt+ are normally not compatible with older versions of Teleprompt+ for remote control purposes. This is because we often rework remote control functionality in our updates. In order for the remote to work, both the prompting device and the remote control have to communicate in the same language. For this reason it is imperative to have matching versions of the app on both devices.

For the greatest reliability, please ensure that you are running the *same app version* of Teleprompt+ on all devices. For example, if you are running Teleprompt+ for iPad version 2.2 on an iPad, and using Teleprompt+ Remote on an iPhone as the remote control, please ensure you are using version 2.2 of the remote software as well. We recommend always keeping your app versions current. To do this, run the App Store app on all devices and tap the “Updates” button at the bottom of the screen. If Teleprompt+ or Teleprompt+ Remote appears in the list of updated apps, tap *Install* to download and install the update. If Teleprompt+ does not appear in this list on either device, your apps should be up to date and compatible.

Wireless Network Setup

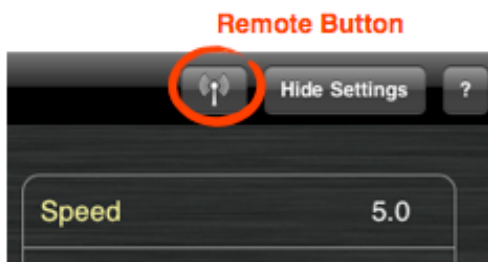
Once you have *Teleprompt+* (full version) installed on the prompting device, and either *Teleprompt+* or *Teleprompt+ Remote* installed on the remote control device, first ensure that either Wi-Fi or Bluetooth is enabled on both devices:

1. Launch the Settings app. 
2. Choose which wireless protocol you prefer and enable it:
 - For **Wi-Fi** (802.11 wireless network), tap the **Wi-Fi** setting, then make sure the switch is set to “On” and choose a wireless network to join. Make sure both devices are connected to the same wireless network.
 - For **Bluetooth** (peer to peer device connection), Tap the **General** setting, then tap **Bluetooth**, and move the switch to “On.” *Note: Bluetooth is normally off by default, so you will need to perform this step for Bluetooth connections.*
3. Repeat the above steps for the other device.

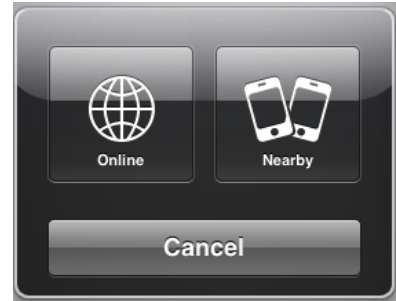
Remote Control Setup

Once you have enabled wireless networking on your devices, you are now ready to setup Teleprompt+ for remote control.

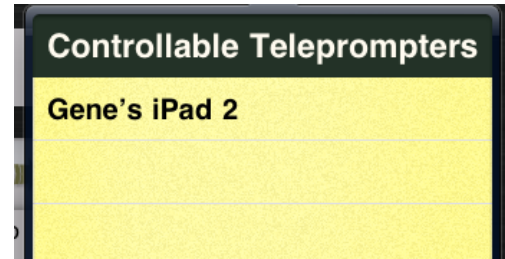
1. Launch Teleprompt+ on the prompting device.
2. Launch the remote software on the remote device:
 - If you are running the *full version of Teleprompt+* on the remote device, launch the app and then tap the **Remote** button at the top left in *Editing Mode* to access the device list.



- If you are using *Teleprompt+ Remote*, simply launch the app.
3. Choose your network connection. Teleprompt+ will prompt you and ask which type of connection you prefer to use. Choose *Online* for Wi-Fi or *Nearby* for a Bluetooth connection.



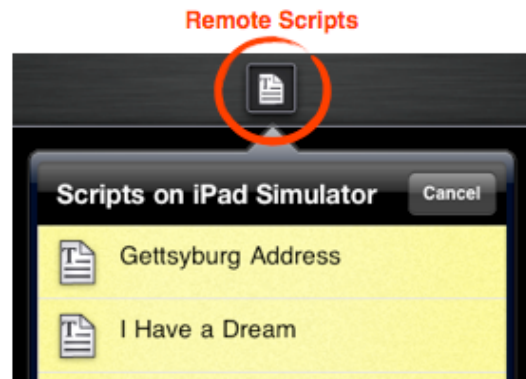
4. Choose a device to control. The *Device List* will appear. If your devices are able to pair, or the devices are set up on the same wireless network correctly, you should see the name of the prompting device in this list. Tap the device name to initiate a remote control request.



5. On the prompting device, you will be prompted with a *remote control request*. Tap *Yes* to allow remote control.



6. On the remote device, tap the **Remote Scripts** button at the top of the screen. A list of groups and scripts on the prompting device will appear. Tap the name of the group followed by the name of script that you want to control. The prompting device will begin to run the script using the settings that are defined on that device. You are now remotely controlling the script.



Live Remote Control

Text Preview

Once a connection is established and prompting is initiated, Teleprompt+ has the ability to preview the text on the remote device during prompting. The app makes every effort to keep the text in sync between the devices. This allows two-person prompting sessions where the controller does not need to be able to see the prompting screen that the reader is viewing. During prompting in a remote control session, the prompter and the remote will exhibit the following appearance behaviors:

Prompter - On the prompting device, the text will appear and behave as specified in the script's settings. Use the remote to modify some of these settings live during prompting.

Remote - On the remote device, Teleprompt+ will also display the text from the script and scroll it at the speed that is configured in the scripts settings. The text will appear on the remote with the same font and colors as on the prompting device. The size of the text will depend on your remote setup. *The remote will always try to mimic the exact appearance of the prompting device.* This is to ensure that the text alignment and spacing is consistent and synchronized on both devices. The remote may scale its view if the size of the displays do not match, for example:

- If the remote's screen and the prompting screen are the same size (such as iPad-to-iPad, iPhone-to-iPhone, same device rotation), the text should appear pretty much identical, because there is no need to scale.
- If the remote's screen is different from the prompter (iPhone-to-iPad, or different device rotation), the remote will scale its text view to match the prompting device's view size. This may have the effect of making the text appear stretched or squished on the remote screen. However, the text should stay in sync with what is currently on the prompter. (Without this scaling, the text size would not fit on the remote screen, and the text preview on the remote would quickly fall out of sync with the prompting device.)

Controlling Playback Behavior

During a remote prompting session the following settings can be altered in real time.

Scroll Position - To scroll the text forward or backward, simply swipe a single finger directly on the text preview on the remote. The prompter will advance or reverse its position in sync.



Use the console on the remote to control the following:

Pause/Play - Tap the pause/play button on the remote to stop and start playback.

Speed - Tap the speed up/down buttons to control scrolling speed.

Cue Points - Tap the advance or reverse cue point buttons to cue the script to pre-defined cue points in the script.

Font Size - use the font size buttons to change the text size on both devices in real time.

Reset and Exit - Tap the *Reset* button at the top left of the remote screen to restart the script on both devices. Tap *Exit* to stop the script and exit remote control.

Bluetooth Foot Pedal Remote Control (iPad version only)

Teleprompt+ supports the [AirTurn BT-105](#) Bluetooth transmitter and foot pedal system for hands-free wireless remote control while prompting. The transmitter must be paired with the iPad before use with Teleprompt+. Once paired, Teleprompt+ provides a number of possible configurations for the foot pedal that can be customized per script.



Setting up and pairing the BT-105

The following steps must be followed once to pair your Airturn with the iPad. You should not need to repeat these steps once paired.

1. Plug one or two foot pedals into the AirTurn BT-105. If only using one foot pedal you can plug the pedal into either jack.
2. Turn on the BT-105 by pressing the red power button and holding for one second. The LED will blink 3 times and attempt to pair with your iPad.
3. Go into the *Settings* app on your iPad and tap the “General” section on the left side.
4. Tap the Bluetooth option.

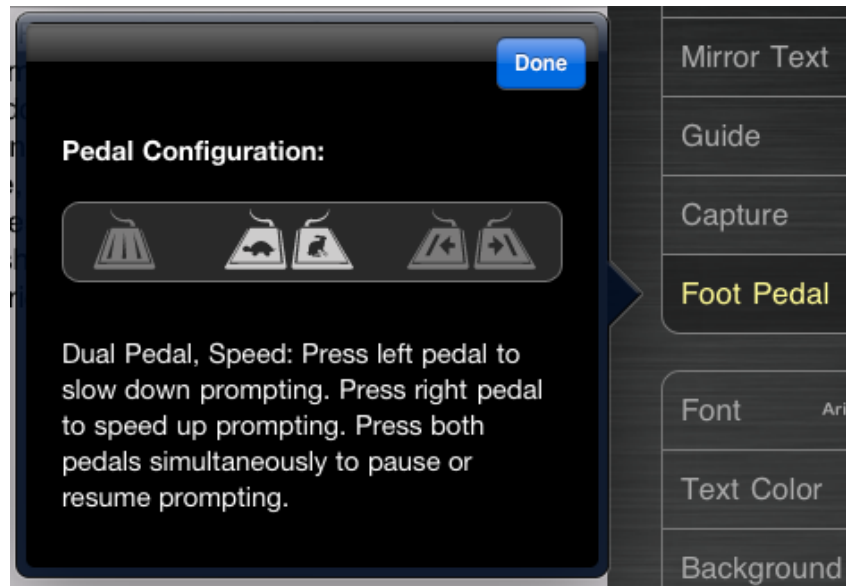
5. If Bluetooth is off, move the switch to “On.”
6. In list under *devices* you should see your AirTurn listed. The device name will start with the word “AirTurn” followed by some alphanumeric characters. If you do not see the device listed, make sure the AirTurn is on and the green light is blinking. Refer to the “Profiles” section of the AirTurn user manual and make sure your AirTurn is set up for the *iPad* profile.



7. Once you see the AirTurn in the device list, the words “Not Paired” will appear at the right. Tap on your device name and your iPad and AirTurn should become paired. You will see the words “Connected” at the right.
8. Start Teleprompt+. You should now see the “Foot Pedal” item appear under the settings on the right.

Configuring Teleprompt+ Foot Pedal Support

The Foot Pedal setting will appear when a BT-105 is detected by Teleprompt+. Tap the setting to reveal the configuration options for the foot pedal. Tap on the icon for any configuration to choose how Teleprompt+ reacts to the foot pedals. Teleprompt+ offers 3 pedal configurations for the BT-105.



Single Pedal, Pause/Play

In single pedal configuration, the BT-105 will stop and start scrolling while prompting when the foot pedal is depressed.

Dual Pedal, Speed Control

With a two-pedal setup, Teleprompt+ offers two configurations. The first option is to increase or decrease speed. Press the left foot pedal to slow the pace of scrolling while prompting. Press the right pedal to increase scrolling speed. You can also press both pedals simultaneously to pause and resume scrolling.

Dual Pedal, Cue Points

The second two-pedal option is to cue the script to the cue points that have been defined in your script. Press the right foot pedal to advance to the next cue point in your script. Press the left foot pedal to reverse the script to the previous cue point. Press both pedals simultaneously to pause and resume scrolling.

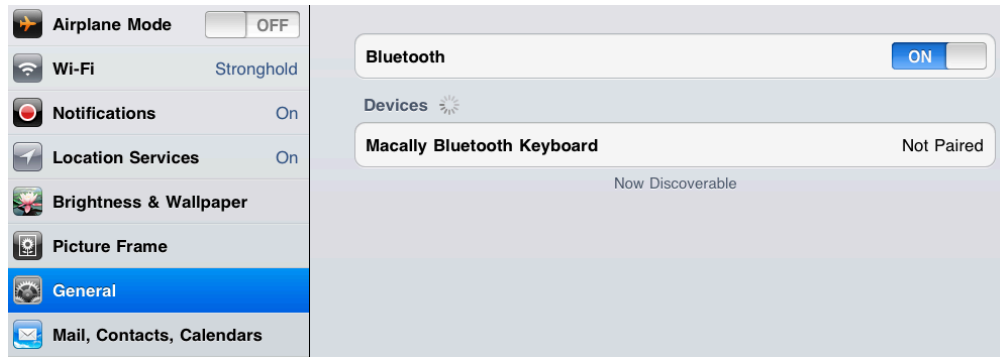
Bluetooth Keyboard Remote Control

In addition to device-to-device remote control, you can also pair your iPad with a Bluetooth keyboard to control prompting. While in *Edit Mode*, the Bluetooth keyboard will act like a standard editing keyboard. In *Prompting Mode*, you can use certain keystrokes to control playback behavior.

Setting up a Bluetooth Keyboard

Make sure your Bluetooth Keyboard is on and in pairing mode. Please refer to the keyboard manual for instructions on how to accomplish this.

1. Launch the “Settings” App on your iPad and tap the “General” section on the left side. Tap the Bluetooth option.
2. If Bluetooth is off, move the switch to “On.”
3. In list under *devices*, you should see your keyboard listed.
4. Your keyboard should appear in the device list with the words “Not Paired” at the right, tap on the device name and your iPad and keyboard should be paired. When this is finished, you will see the word “Connected” at the right



5. Start up Teleprompt+. You should now see the “Foot Pedal” section under the settings on the right. This setting is primarily used for configuring an AirTurn BT-105 foot pedal (see *Bluetooth Foot Pedal Remote Control* above), but you can also use this setting to configure how the up and down arrow keys affect prompting. Pressing the *down arrow* acts like the *right foot pedal* while the *up arrow* acts as the *left foot pedal*. If you select the single pedal setting then both buttons will play and pause the prompting.

Prompting with a Bluetooth Keyboard

During prompting, use the following keystrokes to control prompting behavior:

Play/Pause: Space Bar

Slow Down: <

Speed Up: >

Previous Cue Point: [

Next Cue Point:]

Start/Stop Video/Audio Recording: R

Exit Script: X

Restart/Begin Script: B

Decrease Font Size: -

Increase Font Size: +

Hide/Show Video Window: H

Up Arrow: Pause/Play, Slow Down, Previous Cue Point (depends on foot pedal setting)

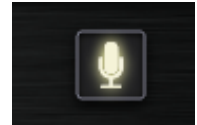
Down Arrow: Pause/Play, Speed Up, Next Cue Point (depends on foot pedal setting)

Audio and Video Recording

Teleprompt+ can capture audio and video on devices that have a camera (iPad 2, iPhone 4 and 4th generation iPod touch). If your device does not have a camera, the capture type will be set to audio.

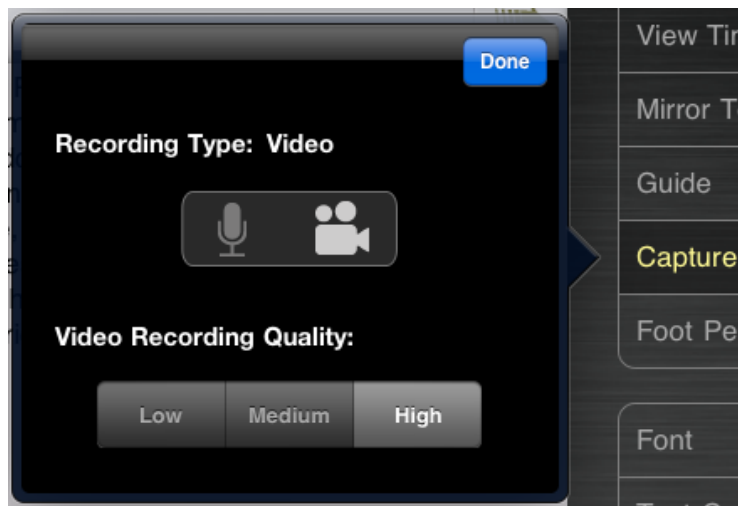
Audio Recording

If your device has a microphone, while prompting you will see a record button in the console. Tap this button to record an audio take. When audio is being recorded the record button will have a yellow glow. You can stop and start recording as many times as you like, as long as your iPad has space for the audio files. To review and share audio files, see *Browsing and Reviewing Recordings* below.



Video Recording

If your device has a camera and can support video capture (such as the iPad 2), the **Capture** setting will appear in the settings while in *Edit Mode*. Tap this setting to reveal the capture console. You can configure Teleprompt+ to record audio-only, in which case the app will behave as above while prompting. To capture video, tap the **Video** capture type, and then select the quality level at which you would like to record. *Note: high-quality recordings can consume a large amount of space on your device for only a few minutes of video, so please ensure you have adequate space on your iPad.*



While prompting, the **Record** button will appear like a camera on the console. Tap the record button to open the video recording preview window. This window can be moved to any position on the screen and resized by pinching and zooming. Place the preview

window outside of the area that you will be reading from for best results. You can also hide this window once recording has started using the **Hide** button.



If your device has both front and rear-facing cameras, the recording window will show a **Camera Selection** button. Use this button to switch between the front and rear camera. The front camera can be used to record a speaker while prompting to record a presentation. Use the rear camera while prompting to detail a subject or describe something of interest while reading from the prompter and recording audio.

To begin recording, tap the **Video Record** button. The button will glow bright red. To stop, tap the button again. Multiple takes can be recorded by stopping and starting recording.

Browsing and Reviewing Recordings

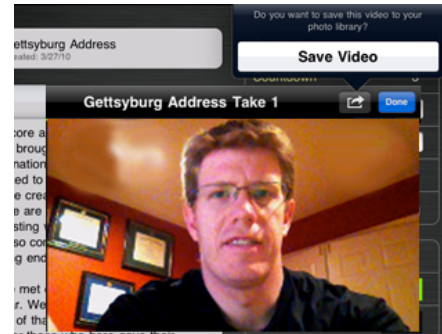
To review your recordings (both audio and video), exit prompting mode and return to editing mode. Below the settings on bottom right of the editor is a Recordings button. Tap this button to review a list of your recordings. In this view you can play back your recordings. Tap the play button next to each recording in the list to play back the recording.



To remove a take, swipe your finger across the name of the Take. A **Delete** button will appear. Tap *delete* to remove the recording.

Transferring Recordings With Photo Library

You can transfer Teleprompt+ video recordings to the photo library for easy sharing in iPhoto or iMovie. Tap the actions button while playing back a video. A Save Video button will show. Tap the button and your video will be shared to your photo library on the iPad.



Transferring Recordings With iTunes File Sharing

To transfer your recordings outside of Teleprompt+ using iTunes, follow these steps:

1. Attach your iPad to your computer using the sync cable that came with your iPad. Open iTunes on your computer. Your iPad will appear on the left hand side of the screen under *Devices*. Click on your iPad.
2. Click the ***Apps*** tab at the top of the iTunes window.
3. Scroll to the bottom of this screen and you will see a *File Sharing* section. A list shows all of the apps that support file sharing on your iPad. Scroll down until you see Teleprompt+ and click on it in the list.
4. A list of the Teleprompt+ files on the iPad will appear. Simply drag and drop the audio or video files from Teleprompt+ to export them from you iPad to the computer.